

SmartTracker Stamps Index

SmartTracker Stamps is designed to let you catalog, organize and track your stamp collection.

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Stamp Viewer

The stamp viewer lists the stamps that you have entered. It lists the elements of each stamp in a row. A horizontal scroll bar is present to allow you to move back and forth to view the stamp information. The viewer maintains a page size of 50. Translated, this means that there is a maximum of only 50 stamps at one time in the viewer. You may scroll through these using the vertical scroll bar. Simply press the PgUp or PgDn button to load in the previous or next page of stamps. For large databases of stamps, the page size of 50 prevents extremely long waits that would occur in attempting to load the entire database. The stamp viewer is also the recipient of **searches**.

Add

Selecting the Add Button takes you to the **Stamp Input Window**. All fields will be set to their initial default values (mostly blank). Information can now be entered about a stamp.

Edit

Selecting the Edit Button takes you to the **Stamp Input Window**. All fields will be set to the values entered previously for the particular stamp selected. Information can now be modified if desired. When the Update button is pressed, the information will be saved overtop the stamp that had been selected.

Stamp Input Window

This allows you to enter all the information about a particular stamp or group of stamps. Information includes the Country, Face Value, Market Value, Description, Catalog, Year, Quantity, Comments, Date Acquired, Topic, Type, Group, Condition, Cost and Miscellaneous items. These characteristics can be cleared for an easy start-over of entering the stamp information as well as Canceling the whole input. An easy method for adding new countries and for stamp identification in finding countries is also available.

Delete

Selecting the Delete Button allows you to remove the selected stamp from the data base. You will be prompted to make sure that you want to delete the stamp before actual deletion takes place.

Close

Selecting the Close Button terminates the program.

Search

Selecting the Search Button activates the Search Window. You may enter a variety of search information to locate the desired stamps. All stamps which fit the search criteria will be moved into the stamp viewer. A message appears in the upper left corner of the stamp viewer which states "SEARCH ON" to indicate that the stamp viewer contains search information. In addition, the End Search button will activate which allows you to turn off the search. While a search is on, you may continue to work as normal--copy, edit, delete, etc. You may also use the export command which will limit the export to the search criteria only.

Help

Selecting the Help Button activates the help system. The help system displays the main topic of the area from where help was selected.

Report

Selecting the Report Button activates the **Report Window**. You may view and print a variety of reports.

Search Window

The Search Window allows you to enter search criteria to locate a given stamp. The following information can be searched upon: **Country**, **Face Value**, **Description**, **Catalog**, **Year**, **Comments**, **Topic**, **Type**, **Group** and/or **Condition**. You may select to search on one item or multiple items. For example, if you want to search for all 1990 stamps, then enter 1990 in the Year field. If you wanted to search for all 1990 stamps from Bulgaria, then enter 1990 in the Year field and select Bulgaria in the Country field. Where text is entered, you need only enter that portion of the text that you want a search to take place on. For example, under description, you could enter "flower" to find all stamps that had the word "flower" in the description. This would find all descriptions with "flower" and "flowers". If you just wanted to find "flowers", then you would enter "flowers".

Once the search criteria has been entered, you select the OK Button and the search immediately takes place. If for some reason you decide that you do not want to perform a search after all, then you may select the Cancel Button. The Clear Button is available as a tool to quickly clear all the search fields so different search criteria can be entered. Once search criteria has been entered, it is remembered so that the next time you want to perform a search, the last search criteria used will be present.

Report Window

The Report Window allows you to view or print a variety of reports. The report type is determined by selecting a Sort Order and a Report Style. User Definable reports are also available as an option under the report style.

Add (Menu)

Selecting Add from the Menu performs the same operation as the **Add Button**.

Edit (Menu)

Selecting Edit from the Menu performs the same operation as the **Edit Button**.

Delete (Menu)

Selecting Delete from the Menu performs the same operation as the **Delete Button**.

Maintenance (Menu)

Selecting Maintenance from the Menu brings up a submenu which contains four items. The first is for maintaining your list of Countries and Topics which calls the **Maintenance List Window**. The other three submenu items are all for maintaining the actual database and are mainly used for **troubleshooting** and resolving problems that may be present in the database. These three options are named **Rebuild Index**, **Pack Database** and **Reset Key**.

Exit (Menu)

Selecting Exit from the Menu terminates the program.

Report (Menu)

Selecting Report from the Menu performs the same operation as the **Report Button**.

File (Menu)

Selecting File from the Menu brings up a submenu consisting of **Add**, **Edit**, **Delete**, **Maintenance** and **Exit**.

Help (Menu)

Selecting Help from the Menu brings up a submenu consisting of **Contents** and **About**.

Contents (Menu)

Selecting Contents from the Menu invokes the help system and brings you to the Index within it.

About (Menu)

Selecting About from the Menu displays the version number of the program and the copyright notice.

Maintenance List Window

The Maintenance List Window allows you to maintain a list of Countries and Topics for your stamps. The software comes with predefined countries and topics which are commonly used. You may however, at your discretion, add new countries and topics or remove them. If you are only collecting three kinds (topics) of stamps, then you may wish to list just those topics as all others will have no meaning. Alternatively, if you are collecting stamps from only one country, you may wish to list just this country.

You may add a country by filling in the country edit box and then selecting the Add Button. To delete a country, you highlight the desired country inside the list box and then select the Delete Button. If you wish to modify a country, you will need to first delete it, then add it back in with the correct spelling. You may add, remove and modify Topics in the same manner.

Finding Countries

When beginning as a stamp collector, it is not always easy to identify which country a stamp originates from. The following list shows many of the common markings found on stamps and indicates the country of origin. As you become acquainted with stamps, many of these will become familiar to you and you will not need to reference this list.

A

AFGHAN
Afghanistan
AFGHANES
Afghanistan
ALGERIE
Algeria
ANTIOQUIA
Columbia
APAXMAI
Greece
A PAYER TE BETALEN
Belgium
APURIMAC
Peru
AVISPORTO
Denmark
AYACUCHO
Peru

B

BAHAWALPUR
Pakistan
BAHRAIN
India
BAMRA
India
BERCELONA
Spain
BARWANI
India
BASEL
Switzerland
BATYM
Batumi
BEHAEHCKAR
Russia
BELGIE
Belgium
BELGIQUE
Belgium
BELGISCH CONGO
Belgian Congo
BHOPAL
India
BHOR
India
BIJAWAR
India
BOGCHAH

Yemen
BOGACHES
Yemen
BOLIVAR
Columbia
BOYACA
Columbia
BRASIL
Brazil
BUENOS AIRES
Argentina
BULGARIE
Bulgaria
BUNDESPOST
German Federal Republic
BUNDI
India
BUSSAIR
India
C
CAHATOPyMb
Bulgaria
CAMBODGE
Cambodia
CAMBODIA
French Indo-China
CAMPECHE
Mexico
CAUCA
Columbia
CCCP
Russia
CENTIMOS
Spain
CESKOSLOVENSKO
Czechoslovakia
CHALA
Peru
CHAMBA STATE
India
CHAKHARI
India
COCHIN
India
COLIS POSTAL
Belgium
COMUNICACIONES
Spain
COMORES
Comoro Islands
CONGO BELGE
Belgian Congo
CORDOBA
Argentina
COREA
Korea

CORREO CHANADINA

Columbia

CORRIENTES

Argentina

COSTA ATLANTICA

Nicaragua

COTE D'IVOIRE

Ivory Coast

CPbNJA

Serbia

CPNCKA

Serbia

CTOTNHKN

Bulgaria

CUERNAVACA

Mexico

CUNDINAMARCA

Columbia

CUZCO

Peru

C.X.C.

Jugoslavia

D

DANMARK

Denmark

DEUTSCHE FELDPPOST

Germany

DEUTSCHE REICHG

Germany

DEUTSCHOSTERREICH

Austria

D'HAITI

Haiti

DHAR

India

DISTRITO 18

Peru

DOPLATNE

Czechoslovakia

DRZAVA

Jugoslavia

DRZAVNA

Jugoslavia

DUTTIA

India

E

EESTE

Estonia

EESTI

Estonia

EE. UU. DE C.

Columbia

EGYPTE

Egypt

EGYPTIENNES

Egypt
EINZUZIEHEN
Danzig
EIRE
Ireland
ENAPIOMON
Greece
EONIKH
Greece
EPMAKb
South Russia
ESCUELAS
Venezuela
ESPANA
Spain
ESPANOL
Spain
ESTADO DA INDIA
Portuguese India
ETAT FRANCAIS
France
ETHIOPIE
Ethiopia
ETHIOPIENNES
Ethiopia

F

FARIDKOT
India
FEZZAN
Libya
FILIPINAS
Phillipines

G

GENEVE
Switzerland
GEORGIE
Georgia
GEORGIENNE
Georgia
GRAND LIBAN
Lebanon
GRONLAND
Greenland
GUADALAJARA
Mexico
GUANACASTE
Costa Rica
GUINE
Guinea
GWALIOR
India

H

HAUTE VOLTA
Upper Volta
HELVATIA

Switzerland
HIRLAPJEGY
Hungary
HnEIPOE
Epirus
HOBy
Montenegro
HOLKAR
India
HRVATSKA
Croatia or Yugoslavia
HYDERABAD
India

I
IDAR
India
IIAPA
Serbia or Montenegro
IIAPE
Serbia or Montenegro
IETb
Bulgaria
IIOPTO MAPKA
Serbia
IIWTA IIAPA
Serbia
IIOYIIIA
Russia
IIOYTA
Russia
INDE
French India
INDOCHINE
Indo-China
INDORE
India
ISTRUCCION
Venezuela
IRANIENNES
Iran
ISLAND
Iceland
ISTRIA
Yugoslavia
ITALIA
Italy
ITALIANE
Italy

J
JAIPUR
India
JAVA
Dutch Indies
JEEND STATE
India

JHALAWAR

India

JHIND

India

K

KAMERUN

Cameroons

KARJALA

Karelia

KASHMIR

India

KATHIRI

Aden

KGL. POST FRM

Denmark

KISHANGARH

India

KLAIPEDA

Memel

KORCA

Albania

KORCE

Albania

KPHTH

Crete

KROON

Estonia

K.U.K. FELDPOST

Austria

KUWAIT

Kuwait

L

LAIBACH

Jugoslavia

LAS BELA

India

LATVIJ'A

Latvia

LATWIJA

Latvia

LIBAN

Lebanon

LIBANAISE

Lebanon

L'OCEANIA

French Oceania

LUXEMBOURG

Luxemburg

M

MACAU

Macao

MACAV

Macao

MAGDLENA

Columbia

MAGYAR

Hungary

MAGYARORSZAG

Hungary

MARIANEN

Marianna Islands

MARRUECOS

Spannish Morocco

MAURITANIE

Mauritania

MEJICO

Mexico

MENGE

Outer Mongolia

MN

Korea

MOCAMBIQUE

Mozambique

MORA

Ukraine

MORVI

India

N

NABHA

India

NACIONES UNIDAS

United Nations

NANDGAM

India

NED. ANTILLEN

Netherlands Antilles

NEDERLAND

Netherlands

NED. INDIE

Dutch Indies

NEZAVISNA

Croatia

NEEUW GUINEA

Dutch New Guinea

NOPTO PORTO

Serbia

NORGE

Norway

NOUVELLE CALEDONIE

New Caledonia

NOUVELLE HEBRIDES

New Hebrides

NOWANUGGUR

India

NOYT MAPKA

Azerbaijan

NOYTA

Russia

O

OAHAMAPKA

Finland
OAXACA
Mexico
OCEANIE
French Oceania
OESTERREICH
Austria
OFTERREICH
Austria
OSTERREICH
Austria
OFFENTLIG SAK
Norway
OIL RIVERS
Niger Coast
OKCA
Russia
ORCHA
India
OTTOMANES
Turkey

P

PATIALA
India
P.C.C.P.
Russia
PERSANE
Persia
PERUANA
Peru
PILIPINAS
Phillipines
PINGIN
Ireland
POCCIR
Russia
POLSKA
Poland
PREUSSEN
Prussia
PUTTIALA
India

Q

QARKU
Albania
QINDAR
Albania
QINTAR
Albania
QU'AITI
Aden

R

RAROTONGA
Cook Islands
REICHSPPOST

Germany
REP. DI S. MARINO
San Marino
REPUB. FRANC
France
REPUBLIQUE FRANCAISE
France
REPUBLICA DOMINICANA
Dominican Republic
REPUBLICA ORIENTAL
Uruguay
RETYMNO
Crete
ROMAGNE
Romania
ROMANA
Romania
ROMANIA
Romania
R.S.M.
San Marino
RUANDA
Belgian East Africa

S

SAARGEBIET
Saar
SAHARA ESPANOL
Spanish Western Sahara
SAHARA OCCIDENTAL
Spanish Western Sahara
SANTANDER
Columbia
SARKARI
India
SAURASHTA
India
SEGNATASSE
Italy
SEN
Japan
SN
Japan
SHQUIPENIA
Albania
S.H.S.
Jugoslavia
SIBERSKE
Siberia
SIRMOOR
India
S. MARINO
San Marino
SOKOLSKI SLET
Jugoslavia
SOMALIA
Italian Somaliland

SONORA

Mexico

SORUTH

India

SOUDAN FRANCAIS

French Sudan

SOURASHTRA

India

STOTHHKH

Bulgaria

SUIDAFRIKA

South Africa

SUIDWES AFRIKA

South West Africa

SUOMI

Finland

SVERIGE

Sweden

SWAZIELAND

Swaziland

SYRIE

Syria

SYRIENNE

Syria

T

TCHAD

Chad

TELEGRAFOS

Philippine Islands

TOGA

Tonga

TO PAY

Great Britain

TOSCANO

Tuscany

TRAVANCORE

India

TUNIS

Tunisia

TUNISIE

Tunisia

TURK

Turkey

TURKIYE

Turkey

U

UAPCTBO

Bulgaria

V

VALLEES D'ANDORRE

Andorra

VATICANE

Vatican City

VENEZ

Venezuela

VENEZOLANO
Venezuela
VETEKEVERRIA
Albania

W

WADHWHAN
India
WENDEN
Russia

WN
Korea

WON
Korea

WUN
Korea

X

XEJEP
Montenegro

Y

YCTAB
Montenegro

YEN
Japan

YN
Japan

YKPAIHCbKA
Ukraine

Z

ZELAYA
Nicaragua

ZUIDWEST AFRIKA
South West Africa

Adding Countries

Selecting the Add Button from the Stamp Input Window activates the Maintenance List Window. Here you may maintain a list of Countries and Topics for your stamps. The software comes with predefined countries and topics which are commonly used. You may however, at your discretion, add new countries and topics or remove them. If you are only collecting three kinds (topics) of stamps, then you may wish to list just those topics as all others will have no meaning. Alternatively, if you are collecting stamps from only one country, you may wish to list just this country.

Country

This is where you select the stamp's country of origin. If the country is not in the list of countries, then you may select the **Add Button** where you can add the country to the list. If you are unsure of what country the stamp comes from, you may select the **Find Button** which may be able to assist you in locating the country.

Face Value

This is the value of the stamp that is printed on the stamp.

Market Value

This is the actual worth of the stamp if it were to be sold.

Description

This is a description of the stamp. This may be a simple description of what is on the stamp, words that appear on the stamp or just about anything you wish to enter that will distinguish this stamp from others.

Catalog

Many stamps have been given catalog numbers by different organizations. If you use the cataloging system of one of these organizations, then you can enter the catalog number for the given stamp.

Year

This is the year that the stamp was issued.

Quantity

This is the number of stamps that you have that fit the particular description. Remember, if the condition is different between several of the same stamp, you probably would want to list them separately.

Comments

This is for adding any additional comments you would like to make about the stamp.

Date Acquired

This is the date that you acquired the stamp.

Topic

It is possible to group stamps by topics and many collectors do indeed collect by topic. Many possible topics are available. Some would include stamps that deal with Space, Cats, Fish, Flowers, Art, or Maps. Because of the wide range of topics available, it is possible to create and modify the list of topics. You may modify this list by selecting the **Maintenance** command under the **File** command in the menu. Alternatively, the **Add Button** located in the **Country** block also takes you to the **Maintenance List Window**.

Stamp Type

Stamps fall under several category types. Listed below are some of the most common types collected.

Regular

These are stamps that typically are produced year after year without change and are the most common type of stamp to be found.

Commemorative

These are stamps that honor anniversaries, special events, and important people. These stamps are usually produced and sold for a fixed length of time.

Coil

These are stamps that come in rolls. Rolls of stamps are intended for dispensers and vending machines.

Air Mail

These are stamps that are used to send mail overseas and out of the country of origin. These usually have the words "Air Mail" right on the stamp.

Special Delivery

These are stamps that are used for special delivery of mail and usually contain the words "Special Delivery" right on the stamp.

Postage Due

These are stamps that are applied to a letter by the local post office indicating that additional postage is due before the letter can be received.

Revenue Stamp

These are stamps that are used for collecting taxes on special papers or products. These are not postage stamps.

Official Stamp

These are stamps that are provided for each of the government departments which are valid as prepayment for official government mailing.

Souvenir Sheet

This is a sheet of stamps that was issued as a souvenir of the philatelic (stamp collector) gatherings. It was usually distributed at such gatherings. It is not valid for postage.

Other

This allows you to classify your stamp in any other way you desire.

Stamp Grouping

Stamps can be collected in different groupings which include the following:

Single

This is a single stamp and your collection will usually be largely comprised of single stamps.

Se-tenant

This is a pair, strip or block of stamps that are connected together which may differ in design, value or surcharge.

Block

This is a group of stamps that are connected together that is at least two stamps wide and two stamps high.

Booklet Pane

This is a sheet of stamps that has been designed and cut to fit inside booklets of stamps. These booklets are commonly found in stamp vending machines.

Pane

This is a portion of a sheet of stamps and can vary in size.

Sheet

This is an entire page (sheet) of stamps as produced by the postal service.

Envelope

This is a pre-stamped envelope where the stamp is built right into the envelope.

Full Booklet

This is a full book of stamps where the stamps have been designed and cut to fit inside the booklets. These booklets are commonly found in stamp vending machines.

Other

This allows you to classify any other type of stamp grouping you desire.

Condition

Stamps fall into several categories of conditions. The value of the stamp is effected by the rarity of the stamp and the condition of the stamp. Stamps in better condition will obviously be worth more than those that are not. Listed below are the common conditions used in rating stamps. In addition to the general ratings listed below, you can specify the specifics of the particular stamp you are cataloging. You may specify any number of predefined faults or enter your own description in for one. You can specify the color, gum status, hinge status and cancellation status.

Superb

This is a stamp that must be perfect. The color must be bright and the stamp must be clean. It must be perfectly centered and all perforated teeth must be present. A thin spot, crease or tear would disqualify a stamp from being Superb. The full original gum must be present on a mint stamp and used stamps must be lightly and clearly canceled.

Very Fine

This is a stamp which is considered above average and is close to being considered Superb. The color must not be faded and it should not be soiled. It must be well centered but does not need to be perfectly even. All perforated teeth must be present and the paper should not have any defects in it. The full original gum must be present on a mint stamp and used stamps should be lightly canceled.

F-VF

Many stamps do not quite fit in the category of very fine, yet they are much better than what is considered fine. The F-VF (Fine-Very Fine) category fills this nitch. This is a stamp which falls between Fine and Very Fine.

Fine

This is a stamp which is desirable, but is not usually as bright or well centered as a Very Fine stamp. The margins on the stamp are usually not very even. All perforated teeth must be present, but some may be short. The full original gum must be present on a mint stamp and used stamps may be heavily canceled, but must not render important parts of the stamp unreadable.

Good

This is a stamp that is often way out of center and heavily canceled. It may be lightly creased. It cannot have any tears or thin spots on it. This is the average stamp which is contained in most approval packets and books.

Poor

This is a stamp which is heavily canceled and perforations may go deep into the design of the stamp. Perforations may be missing and the stamp may be heavily creased or slightly torn. These stamps are many times referred to as "Filler" stamps--meaning that you use them for filler in your collection until you can find a better one to replace it.

Miscellaneous

There are many miscellaneous categories for stamps. Some of the more popular ones are listed below and explained.

Overprint

This is a stamp which has had some printing placed over the original stamp. Overprints are commonly used at times when a change in government occurs or a country is taken over by another in a war.

Precancel

This is a stamp where the cancellation has been applied before it has been mailed.

Surcharge

This is a stamp that has been overprinted where the overprint changes the face value of the stamp.

First Day Cover

This is an envelope containing a stamp that has been canceled on the first day that the stamp was issued.

Souvenir Card

This is a card that was issued as a souvenir of the philatelic (stamp collector) gatherings. It was usually distributed at such gatherings. It is not valid for postage.

Postal Card

This is a post card that contains the stamp (postage) on it. The price of the postage is included in the cost of the card.

Pen Cancellation

This is a stamp that has been canceled by use of a pen. This usually occurred prior to the use of modern post office cancellation equipment. Pen cancellation usually consisted of a line drawn through the stamp, initials or full names by the postal employee.

Other

This allows you to classify any other type of miscellaneous or special item about the stamp.

Stamp Update

Selecting the Update Button saves all the information about the stamp and returns you to the main window.

Stamp Cancel

Selecting the Cancel Button aborts any changes you have made regarding the stamp. You are returned to the main window.

Stamp Clear

Selecting the Clear Button removes all information about the stamp that may have been entered and sets all values to the initial default values.

Sort By

You may have your reports sorted in one of six ways. These are as follows:

Country

This will generate a report where the stamps are grouped by country. A subheading consisting of the stamp's country of origin will appear above all stamps from that country. A list box is available so that you can print out the stamps for a single country if desired. You may wish to do this after updating stamps for a particular country instead of printing the entire list out again. To print an entire list, you would select the **ALL COUNTRIES** choice in the list box.

Topic

This will generate a report where the stamps are grouped by topic. A subheading consisting of the stamp's topic will appear above all stamps in that topic. A list box is available so that you can print out the stamps for a single topic if desired. You may wish to do this after updating stamps for a particular topic instead of printing the entire list out again. To print an entire list, you would select the **ALL TOPICS** choice in the list box.

Stamp Type

This will generate a report where the stamps are grouped by stamp type. A subheading consisting of the stamp's type will appear above all stamps of the given type. A list box is available so that you can print out the stamps for a single type if desired. You may wish to do this after updating stamps for a particular type instead of printing the entire list out again. To print an entire list, you would select the **ALL TYPES** choice in the list box.

Group

This will generate a report where the stamps are grouped by a group. A subheading consisting of the stamp's group will appear above all stamps for that particular group. A list box is available so that you can print out the stamps for a single group if desired. You may wish to do this after updating stamps for a particular group instead of printing the entire list out again. To print an entire list, you would select the **ALL GROUPS** choice in the list box.

Condition

This will generate a report where the stamps are grouped by condition. A subheading consisting of the stamp's condition will appear above all stamps of the given condition. A list box is available so that you can print out the stamps for a single condition if desired. You may wish to do this after updating stamps for a particular condition instead of printing the entire list out again. To print an entire list, you would select the **ALL CONDITIONS** choice in the list box.

Catalog Number

This will generate a report where the stamps are sorted alphabetically by the Catalog Number.

Style

The style of the report determines the amount of information you want printed about each stamp. These consists of four different options.

1 Line Description

This will generate a report where there is only one line of data for each stamp. The information included is the Catalog Number, Country, Year, Face Value and Description.

2 Line Description

This will generate a report where there are two lines of data for each stamp. The information included is the Country, Year, Face Value, Market Value, Condition, Description, Group, Type and Catalog Number.

Full Description

This will generate a report where all the information about a stamp is printed. This requires 7 lines of data for each item and includes a blank line between each stamp.

User Defined

This allows you to select a user defined report. The software comes with a couple user defined reports and allows you to create your own. With this option selected, the report description list box is activated as well as the Edit Button. The Edit button allows you to edit, delete and create your own reports.

View/Print

Selecting the View/Print button generates the desired report and sends it to the **Report Viewing** window where it can be viewed or printed.

Cost

This is the price that you paid to obtain the stamp.

Exporting

You may export stamp information to an Ascii Delimited File. The Ascii Delimited File format is supported by most other programs with import capabilities. This format creates an ascii file with each element of the database surrounded in double quotes and separated by commas. Great flexibility is given with the export feature--you may specify which items to export and the order in which to export them. You can also limit the number of stamps to export by using the Search mode.

Select Items

The Export Window displays a list of check boxes consisting of each of the stamp elements. Simply check the box and that element will be exported.

Select Order

Following each check box is an edit box which specifies the order in which to export. For example, if you want the first item of each record to be the "Comment" field, then enter a "1" in the edit box following the "Comment" checkbox. Before any exporting takes place, a check is made to verify that the order is okay.

Select Stamps

You may export the entire database of stamps or you may limit the number of stamps to export. Limiting the stamps is done through use of the search facility. If a search is currently in progress when the export facility is invoked, then only those stamps which were found in the search will be exported. A database status box appears in the lower left corner of the export window indicating whether the entire database will be exported or if only the search criteria will be exported.

Button Action

The "Export" button is used to activate the export once all the export criteria has been selected. Once pressed, you will be prompted for a file name to export to. After exporting is complete, the options you selected for export will be saved so that they will appear the next time the export feature is used. The "Cancel" button simply aborts the export process.

NOTE: Please be aware that the date format for both importing and exporting takes the following form: dd Mmm yyyy (12 Jun 1995)

Importing

You may import stamp information from an Ascii Delimited File. The Ascii Delimited File format is supported by most other programs with export capabilities. This format creates an ascii file with each element of the database surrounded in double quotes and separated by commas. Much flexibility is given with the import feature--you may specify which items to import and the order in which to import them.

Select Items

The Import Window displays a list of check boxes consisting of each of the stamp elements. Simply check the box and that element will be imported.

Select Order

Following each check box is an edit box which specifies the order in which to import. For example, if the first item of each record to be imported is the "Comment" field, then enter a "1" in the edit box following the "Comment" checkbox. Before any importing takes place, a check is made to verify that the order is okay.

Button Action

The "Import" button is used to activate the import once all the import criteria has been selected. Once pressed, you will be prompted for a file name to import from. After importing is complete, the options you selected for import will be saved so that they will appear the next time the import feature is used. The "Cancel" button simply aborts the import process.

NOTE: Please be aware that the date format for both importing and exporting takes the following form: dd Mmm yyyy (12 Jun 1995)

CAUTION: You must make sure that order and number of fields selected matches that of the file you are importing from. Undesirable results may occur if they do not. When in doubt, test the import with one item first to make sure it will import in the way desired.

Copy

Selecting the Copy Button takes you to the **Stamp Input Window**. All fields will be set to the values entered previously for the particular stamp selected. Information can now be modified if desired. When the Update button is pressed, the information will be saved as a new stamp. The previous stamp that had been selected will remain intact. You will find the copy command very useful for stamps that are very similar.

Copy (Menu)

Selecting Copy from the Menu performs the same operation as the **Copy Button**.

End Search Button

Pressing the End Search button will deactivate a search. The stamp viewer will reload using the entire database. The "SEARCH ON" message is removed to indicate that a search is not in progress.

Options (Menu)

Selecting Options from the Menu brings up a submenu consisting of **Colors**, **Import** and **Export**.

Color Selection Window

The Color Selection Window allows you to setup the colors you wish to appear on the selected window. The selected Window is selected when using the color menu option. As color options are made, the selections appear on the window. This way you can visualize the impact. You may cancel the color selection process simply by pressing the Cancel button. To use the colors you have selected, press the OK button. The following color options are available:

Background

This is the color that will fill the background of the window.

Major Titles

Many windows have large lettered titles on them. This sets the color for them.

Minor Titles

Many windows have average sized titles on them. This sets the color for them.

Edit Background

This is the color that will fill the background of any edit boxes that may be on the window.

Edit Text

This is the color of the text that will be inside the edit boxes.

Radio and Check Boxes

This is the color that any radio or check boxes will appear in.

3D Colors

Many windows contain 3D looking boxes surrounding different items on the screen. This option lets you choose one of two color schemes to give the 3D affect.

Predefined Color Sets

Several predefined color sets are included with the software. You may simply choose one of these if you find them to your liking. Or you may choose one and then modify one or two items to better suite your tastes.

Colors (Menu)

This allows you to configure the colors for many elements of the window. You may do this to all windows or to a particular set of windows. This option brings up a submenu consisting of the windows which can have their colors changed. Selecting one of these options takes you to the **Color Selection Window**. The submenu options are as follows:

All Windows

This will set the colors for all color configurable windows.

Main Window

This sets the color only for the opening main window which contains the viewer.

Edit Window

This sets the color for the edit window. The edit window is where you enter information in about a particular stamp.

Search Window

This sets the color for the search options window.

Report Window

This sets the color for the report options window.

Maintenance Windows

This sets the window for all the maintenance type windows. This includes the Import Window, Export Window and the List Maintenance Window.

Report Viewing Window

This window is for viewing the reports prior to printing them. It consists of a large scrollable window that contains a page of the report. You may use the scroll bars to view the different parts of the current page. A menu bar exists at the top of this window to allow for several actions. They are as follows:

Print

This brings up a submenu with four options. One is for printing the current page you are viewing and one is for printing the entire document. The other two are for saving the current page or the entire document out to an ascii text file.

Next Page

This creates and displays the next page of the report. If you are on the last page, then nothing happens.

Previous Page

This creates and displays the previous page of the report. If you are on the first page, then nothing happens.

Exit

This exits the report viewing window and returns to the report options window.

Setup

This allows for selecting and setting up of your printer for the printed report.

Help

This simply invokes the help system.

Rebuild Index

It is possible for your index files to become corrupted. This may happen by not exiting the program properly (shutting the computer off while the program is running) or by other means. As a result, some stamps may not show up in the viewer or in reports because they cannot be found in the appropriate index. Selecting this option will rebuild your index files correctly so that the problem will go away.

Pack Database

This program uses DBase compatible files. When a deletion of a stamp occurs, it is only marked as deleted. To physically remove the deleted stamps from the database, a process called "packing" must occur. Selecting this option will "pack" the database and thus free up space. It is recommended that you pack your database every once in a while.

Reset Key

The program maintains a counter to use as a unique KEY in the database for each new stamp. If this counter gets out of sequence with the number of stamps, an error message claiming a "Unique Key" must be used will occur when a new stamp is added. Selecting this option will automatically reset this counter to the correct value thus resolving the problem.

Troubleshooting

Help!!! Things just don't seem to be working right! I'm getting strange error messages! What can I do???

This section covers a couple of the most common errors that you might run into while using this (or any other Database type) program. Two options are built right into the program which can take corrective action for their respective problems. These two options are **Rebuild Index** and **Reset Key**. These are accessed via the menu system by first selecting File and then Maintenance.

Viewer Configuration

You may configure the **Stamp Viewer** to your liking by selecting the order of items and the width of each item. You may also select only those items you wish to see in the viewer.

Stamp Element

The Viewer Configuration Window displays a list of check boxes consisting of each of the stamp elements. Simply check the box of the element that you wish to appear in the viewer.

Column Order

Following each check box is an edit box which specifies the order in which to display the stamp elements. Placing a '1' in the box will indicate that the element is to be displayed first. A '2' indicates that it will be second. When setting the order, you must start at "1" and use consecutive numbers. An error will be displayed if numbers are duplicated or used out of sequence.

Column Width

Following the Column Order is another edit box which specifies the width (in characters) to allow for the stamp element. For example, if you specify 20 characters for the stamp description, then those descriptions which are longer will be truncated and the truncated part will not show up in the viewer. Please note that proportional spaced fonts are used in the viewer. When specifying a width of 20, more or less than 20 characters may fit in the space allotted depending on the characters themselves.

Page Size

This allows you to specify the number of stamps to load into the Stamp Viewer at one time. The current range is from 10 to 1000. You may ask: What page size should I use and what impact does it have? The biggest concern here is a factor of time. Using large page sizes requires more time to load an entire page into the Stamp Viewer. However, once in the viewer, you can scroll through the stamps more quickly. The trade off is the ability to scroll through more stamps quickly versus waiting for the stamps to load into the viewer. Our recommendation is to keep the Page Size relatively small at around 50 or 100 stamps.

Button Action

The "Ok" button is used to accept the selections which have been made. Once pressed, the Stamp Viewer will be updated and the Viewer Configuration Window will close. Your configuration choices will be saved. The "Cancel" button simply aborts the configuration process. The "Help" button opens the help file.

User Definable Report Window

This window allows you to create your own report layouts. The description of the report appears as an item in the user definable list box on the report window where it can be selected and used. The options for the user definable reports are as follows:

Report Name

This is a descriptive name of the report and does not actually appear on the report. This name appears as one of the choices in the list box of user definable reports.

Report Width

You may specify a report width of 90 characters which produces a larger, more legible report. Alternatively, you may specify a report width of 120 which will allow you to pack much more information on each page.

Font

You may choose from any True Type font that has been loaded on your computer. This font will be used as the report font. You may optionally select to bold or italicize the font without having to go and rechoose the font.

Report/Modify Report Content

Each stamp can occupy up to 12 lines of information. You enter the number of lines you wish to each stamp to use. Each line has a button associated with it. Pressing one of the buttons takes you to the Edit Report Line Window where you can specify the layout of the particular line. Each line may have labels, blanks and database elements placed on them. As the line format is created, the basic format of the line is displayed below. Totals allows the total amount of all stamps, costs and/or values to be displayed in the report. Pressing the Mod Totals Line button takes you to the Edit Report Line Window where you can set up how the totals line is to look. **Please Note:** It is possible to create statistic/summary only reports by setting the number of lines to be used to zero and entering a definition for the Totals Line.

Report Titles

You may specify up to three report headers which will appear on the top of each page of the report. Use these for your name, address, phone, import information about your collection or for anything appropriate.

Miscellaneous

There are two items available under the miscellaneous section consisting of Column Headers and Page Numbers. Column Headers are only available for reports which use only one line for each stamp. Selecting this option will automatically place a column header at the top of each page and at the start of each new group for each of the stamp elements specified in the report. Selecting Page Numbers causes the report to show page numbers at the bottom of each page.

Buttons

Buttons available are Update, Delete, Cancel and Help. The Update button simply saves all the report layout information and makes it available as a report option. The Delete button removes the report layout from the computer. The delete button is only active if the report title has not been changed. The Cancel button allows you to abandon any changes that you have made while the Help button simply invokes the help system.

Edit Report Line Window

This window allows you to design an individual line that will appear in the user definable report. You may specify up to 20 items to appear on the line. These items can consist of database elements, blanks or labels.

Line Item

This consists of a list box which allows you to choose the item to be presented on the line. It contains an option for a label (<LABEL>), an option for blanks (<FILLER>) and options consisting of the database elements. If the report line is for Totals, then the database elements will only contain those items which can have totals applied to them. Selecting an item will place it at the current location in the line. At the bottom of the screen, there will be an illustration of where the items will be in the line.

Size

This specifies the number of spaces to allocate to the item. If the item is too big to fit in the space allocated, it will be truncated. If you try to allocate more space than is currently available on the line, the amount of space will be truncated to the maximum available size.

Label

This is only available if the Line Item selected is a label (<LABEL>). This is the actual text that you want to appear on the report as the label.

Buttons

Buttons available are Ok and Cancel. The Ok button simply accepts the information and returns you to the previous window. The Cancel button allows you to abandon any changes that you have made.

NOTE: Labels are always right justified while database elements are always left justified. You may therefore wish to place blanks (fillers) between labels and database elements.

Support

Support

Insight Software Solutions offers a three month period during which any reported major problems with the software will be updated for free. If a major problem cannot be resolved, then a refund of money will be made. Support is offered through the following channels:

Mail:

Insight Software Solutions
P.O. Box 354
Bountiful, UT 84011-0354

Phone: 801 295-1890

Fax: 801 299-1781

CIS: [71672,3464] (Compuserve)

BBS: 801 963-8721 (Rocky Mountain Software BBS)

Note: CIS & BBS are usually monitored daily.

